

## LAW DEPARTMENT SUMMARY

The Law Department provides legal counsel to the City Council, City Manager, and all departments, boards, agencies, utilities and commissions of the City. The legal staff represents the City in all legal actions and prosecutes cases in Municipal Court. Other responsibilities include preparation of ordinances and other legal instruments; and issuance of legal opinions. This office administers a diversion program for first time offenders of drunk driving.

### Budget Highlights

The adopted 1988 budget reflects a decrease of \$6,340 (1%) from the 1987 budget.

- Personnel costs represent 91% of the total Law Department Budget.
- Authorized positions remain at the 1987 level of 21.
- The City's General Fund participation in the DUI grant to Law will be \$21,400 -- approximately \$7,000 more than in 1987. The grant funds the prosecutor position for the evening court.
- The salaries of two part-time attorneys are charged to Tort Liability and Workers' and Unemployment Compensation funds.
- The Strategic Agenda proposes establishing an "environmental court" to hear all matters concerning environmental code cases (health code violations, etc.). If an additional part-time attorney is required to carry out this strategy, funds for the position will come from the Contingency appropriation Nondepartmental account.
- Staff is evaluating legal services to determine whether to maintain the current number of "in-house" attorneys or the feasibility of retaining a local law firm to handle specialized legal services and litigation.

### Budget Summary

	<u>1987</u>	<u>1988</u>
Personal Services	\$ 757,490	\$ 746,870
Contractual Services	45,135	42,120
Commodities	13,420	13,600
Capital Outlay	--	--
Other (DUI Grant Participation)	<u>14,285</u>	<u>21,400</u>
<b>Total</b>	<b><u>\$ 830,330</u></b>	<b><u>\$ 823,990</u></b>

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: GENERAL  
DEPARTMENT: LAW

ACTIVITY NO.: 110-64-320-50000

	1986 <u>ACTUAL</u>	1987 <u>BUDGET</u>	1988 <u>ADOPTED</u>
<b>PERSONAL SERVICES</b>			
110 Salaries & Wages	608,831	\$ 616,940	\$ 600,770
12x Health and Life Insurance	<u>16,140</u>	<u>17,000</u>	<u>17,170</u>
TOTAL PERSONAL SERVICES	\$ 624,971	\$ 633,940	\$ 617,940
<b>CONTRACTUAL SERVICES</b>			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications	15,192	14,380	11,310
230 Transportation Out-of-city	3,414	5,295	5,300
231 Transportation In-city	2,437	2,400	2,400
240 Advertising			
250 Insurance	50		
260 Dues and Subscriptions	17,313	14,100	14,180
270 Professional Services	327	450	400
291 Office Automation			220
292 Data Processing			
293 Central Maintenance			
294 Motor Pool Charges	156	700	500
295 Other Contractual Services	<u>7,413</u>	<u>7,810</u>	<u>7,810</u>
TOTAL CONTRACTUAL SERVICES	\$ 46,302	\$ 45,135	\$ 42,120
<b>COMMODITIES</b>			
310 Office Supplies	\$ 13,019	\$ 12,775	\$ 13,000
320 Clothing and Linen			
330 Food, Drugs and Chemicals	594	300	300
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment	116	600	300
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	\$ 13,729	\$ 13,675	\$ 13,600
<b>CAPITAL OUTLAY</b>			
420 Buildings	\$	\$	\$
440 Office Equipment	5,016		
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ 5,016	\$ --	\$ --
<b>OTHER</b>			
540 DUI Grant	\$ 11,482	\$	\$ 21,400
TOTAL OTHER	\$ 11,482	\$ --	\$ 21,400
<b>TOTAL</b>	<b>\$ 701,500</b>	<b>\$ 692,750</b>	<b>\$ 695,060</b>

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: GENERAL  
DEPARTMENT: LAW

ACTIVITY NO.: 110-64-320-50000

The Law Department represents the City in all legal actions brought against the City or initiated by the City, including prosecution in the Municipal Court. The department investigates and makes recommendations on claims for damages filed against the City and provides legal counsel to the City Council, City Manager and departments, boards, agencies, utilities and commissions of the City.

Other responsibilities are to draft and approve ordinances, resolutions, contracts, and other legal instruments; to render legal opinions as requested; and to provide legal assistance in labor relations, cable television matters, and the City's legislative program.

The City Attorney is also charged with the responsibility of administering a diversion program for DUI first-time offenders.

POSITION TITLE	POSITIONS		1988 EMPLOYMENT RANGE	1988 ADOPTED
	1987 BUDGET	1988 BUDGET		
Director of Law & City Attorney	1	1	E-3	\$ 56,830
First Attorney	1	1	E-6	52,760
Senior Attorney	2	2	E-7	92,930
Attorney III	3	3	E-9	122,180
Attorney II	3	3	E-12	93,910
Attorney I	1	1	628	25,060
Attorney I (KDOT/DUI)	1	1	628	26,520
Attorney (P.T.)	3	3	627	84,600
Administrative Secretary	1	1	620/21	22,760
Legal Secretary	4	4	620	85,730
Secretary	<u>1</u>	<u>1</u>	618/19	<u>18,000</u>
Subtotal	<u>21</u>	<u>21</u>		\$681,280
ADD: Longevity				3,040
Year End Payroll Accrual				2,390
LESS CHARGES TO:				
Tort Liability				(30,440)
Workers Compensation & Unemployment				(30,440)
KDOT/DUI Grant				(25,060)
TOTAL				<u>\$600,770</u>